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	Process Owner Department Head for Education & Training		Approval Authority Academic Director

1. Purpose & Scope

This process defines the method for the assessment, development and implementation of the Training process for NSHS. This process applies to all Departments within NSHS.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart: a) NSHS-001, Quality Manual, b) NSHS-002 Quality Document Control, c) NSHS-004 Corrective & Preventive Action, d) NSHSINST 1500.6E, e) SECNAVINST 5212.5 series, f) Command Training Matrix.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **PD:** Position Description. Drives the training requirement.
- 3.2 **TM:** Training Matrix: A compiled listing of training requirements from multiple sources to assist in formulating the Command's Annual Training Plan.
- 3.3 **ATP:** Annual Training Plan: A listing of training requirements obtained from the GTRL that directly pertain to needs of command and individual staff members.
- 3.4 **PTD:** Personnel Training Database.
- 3.5 **SPMS:** Standard Personnel Management System.
- 3.6 **ITR:** Individual Training Record
- 3.7 **IDP:** Individual Development Plan

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Department Head for Education & Training	0A (Process Owner)	ENS B. Dennis	Academic Director	0A (Approval Authority)	CDR L. Hearin
Training Petty Officer	0A	HM2 M. Pitt			

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	14 MAY 01
02	Addendum added to process.	22 OCT 01

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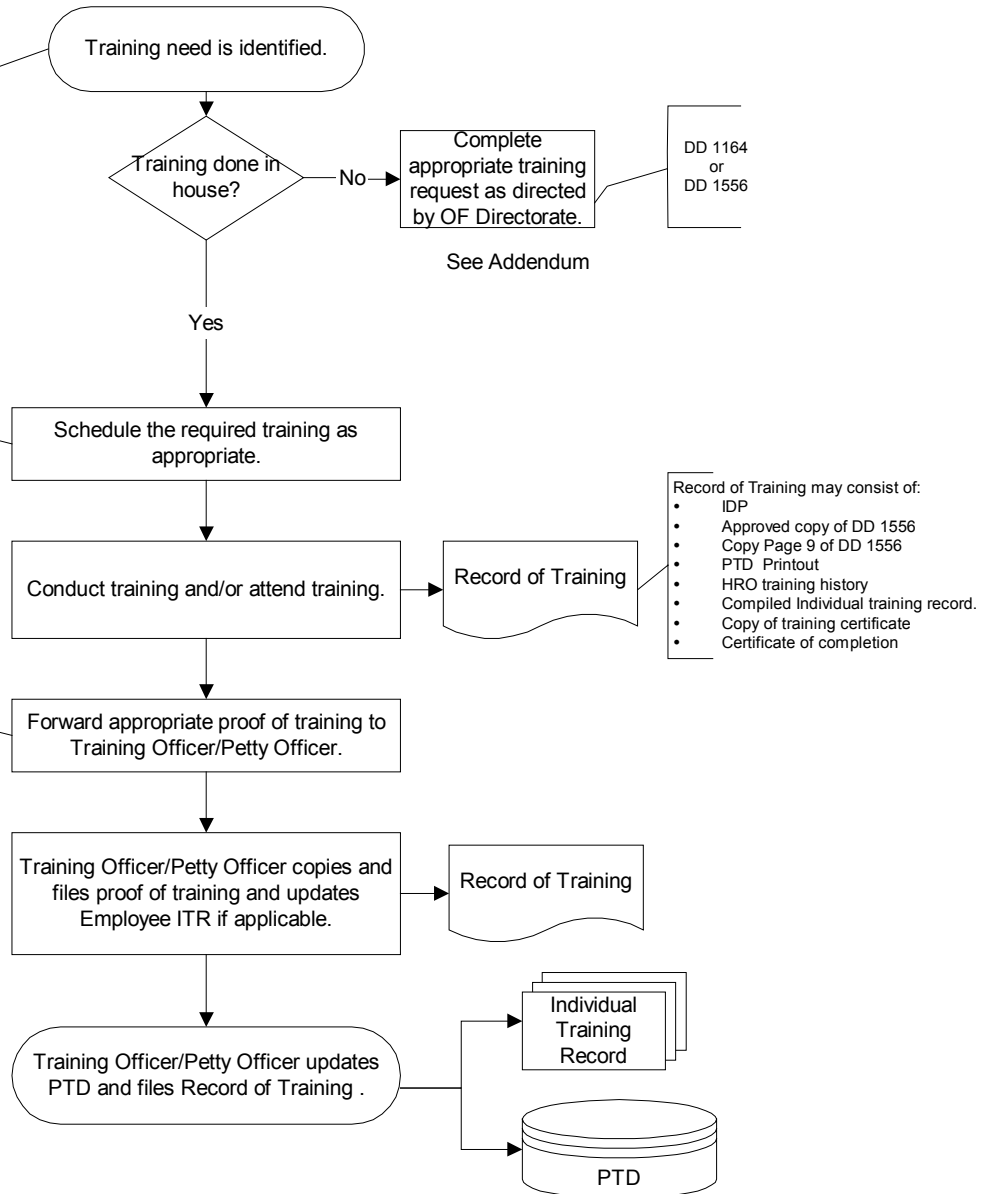
6. Process Flowchart

This may be by any means including but not limited to:

- IDP
- BUMED
- CNET
- Management Review of the Quality System,
- Corrective and Preventive Action System,
- Employee Review
- New or revised quality system document.

Upon confirmation of outside training, employee and/or supervisor are given necessary information for attendance.

- E-mail
- Training Rosters
- If an outside agency is used then the documentation from that agency may be used as a substitute for Record of Training



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Individual Training Record	Training Petty Officer	File	By Name	Until transfer	Destroy per SECNAVINST 5212.5 series
PTD	Training Petty Officer	Database	By Name	2 years	Destroy per SECNAVINST 5212.5 series

8. Addendum

- 8.1. All out-of-house training, for active duty and civilian personnel, will require the trainee to complete either the DD Form 1556 or DD Form 1164. OF Directorate will set the guidelines for which form is to be completed. The TAD request worksheet (Form 4650) will be used in conjunction with the DD 1556/DD1164 for all out-of-house training.
- 8.2 Any training done out-of-house, will be approved by the trainee's supervisor.
- 8.3 It is the trainee's responsibility to return all documentation to support completion of the requested out-of-house training.
- 8.4 All copies of certificates/letters of completion will be placed into the trainee's ITR once they have been forwarded to Command Education & Training.
- 8.5 All civilian personnel are responsible to ensure that any documentation of completed training will be forward to the Human Resource Office.